

Host Checklist for LIVE Webinar Broadcast

(FINAL, 1-25-21)

(Troubleshooting Section Follows)

PLEASE NOTE: *Indicated times are for the morning webinars that start at 10:30 a.m. For afternoon webinars, adjust times for a 2 p.m. start.*

WEEKS BEFORE BROADCAST

- Work with presenter to prepare for broadcast.
- Advise presenter about properly embedding YouTube videos.
- Check Invitation and remove all panelists not associated with this presentation.
- Add panelists, such as the presenter, who need to enter the session prior to “Broadcast”
- **Deselect** the option for Panelists that reads: “Send invitation to all newly added panelists immediately” (newly added panelists will register as attendees, but will be entered as panelists when they click on their invitation link)

DAY BEFORE BROADCAST

- Make sure you have a copy of presenter’s *final* PowerPoint with all YouTube videos properly embedded.

BROADCAST DAY

Set up your computer prior to 10 a.m.

PRIOR TO 10 A.M.

- Host's and presenter's computers should be **fully charged** and attached to power source.
- Keep two Committee member phone numbers handy. Committee members should have phones nearby.
- Mute your cell phone; mute or disconnect nearby landlines.
- Host and presenter should request other family members not to access wi-fi - if possible - during session.
- Presenter should have water nearby and use bathroom prior to presentation.
- Test your copy of the PowerPoint presentation, *including all embedded videos*.

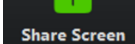
AT 10 A.M.



- **Log in to Webinar** no later than 10 a.m. (before presenter).
- All those you listed as panelists in the invitation should be entering using the normal procedure for attendees. (If your panelist comes in as an attendee you may have to hit "Broadcast" and elevate him

from attendee to panelist – just be aware that your preparation time is now being viewed by all early-arriving attendees.)

- All co-hosts will see a “Broadcast” or “Begin Broadcast” button (usually at the top of your screen) – do not touch!
- **DO NOT hit Broadcast button until 10:30.** *(If you see no Broadcast button, you are already broadcasting!)*

10:00 A.M. – 10:20 A.M.

- Select “**Share Screen**” button. The image shows a small, dark rectangular button with a green square icon containing a white upward-pointing arrow. Below the icon, the text "Share Screen" is written in a small, white, sans-serif font.
- When you hit “Share Screen,” you will see more than one selection (box) - each selection represents an open application on your desktop. You will see two boxes that show the PowerPoint presentation. *(See illustration at end of this checklist.)*
- Do **not** select the PowerPoint image at the upper left (choosing that will allow attendees to see your entire desktop). The upper-left image usually reads “Screen” or “Desktop” underneath the image.
- **Select the *other* image** of the PowerPoint (choosing that will prevent attendees from seeing your entire desktop).
- Check the “**Sound from my computer**” box on the bottom left of the screen if you are using video or YouTube clips with sound.

- Also check the “Optimize Screen Sharing for Video Clip” **box**. (Selecting this “Optimization” option should help keep audio and video in sync on many computers.)
- Click on the oval blue “**Share**” **button** at bottom right.
- **You are now sharing your screen** with all panelists in attendance.
- **Briefly** test your copy of the presenter’s PowerPoint (you had already fully tested this PowerPoint prior to 10 a.m.)
- Now ask presenter to “Share Screen” to set up his/her presentation. He too should **not** select the image in the upper left, check the sound and optimization boxes at the bottom, and click on the oval “share” button.
- Your presenter is now sharing his/her screen and should go to “full screen” mode,   (remind the presenter that if the Zoom floating tool bar disappears, he/she should hit “Esc” key to restore it.)
- Have presenter advance the slides and **test embedded YouTube videos**. (Remind presenter to use the mouse if slides are not advancing with keyboard arrows. If slides do not advance at all, he/she should hit “esc” key to go into PowerPoint’s work mode and then select the appropriate slide and return to “slide show” mode.)
- Some presenters prefer to turn the camera on for *only* the ‘questions and comments’ portion of their presentations. If that is the case, make sure the presenter is comfortable with turning on and off the camera control.

- If you can see a shadow of the presenter’s **Zoom floating tool bar**, ask the presenter to go to the toolbar, click the “More (...)” button on the right and select “Hide Floating Meeting Controls.” (To restore the toolbar, the presenter can hit the “Esc” key.)



10:20 A.M. – 10:33 A.M. (or so)

- Ask all panelists except the “hands raised” volunteer to turn off their mics and cameras. You, the presenter, and your “hands raised” volunteer should leave your cameras and mics on.
- Make sure presenter’s PowerPoint is on slide #1
- **At 10:30** or so, select “**Broadcast**” at top of screen.
- **Make sure Record button is on** (it should already be recording to the cloud if invitation was sent correctly).
- Begin introductory comments. Mention the “raised hand” person, and Q&A written question option (host usually handles the written questions).
- After your introductory comments, make sure cameras and mics are off for you and the “hands raised” person.

10:33 A.M. (or so) until Noon (or so)

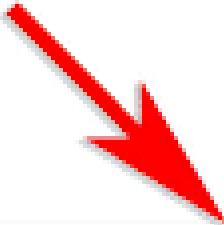
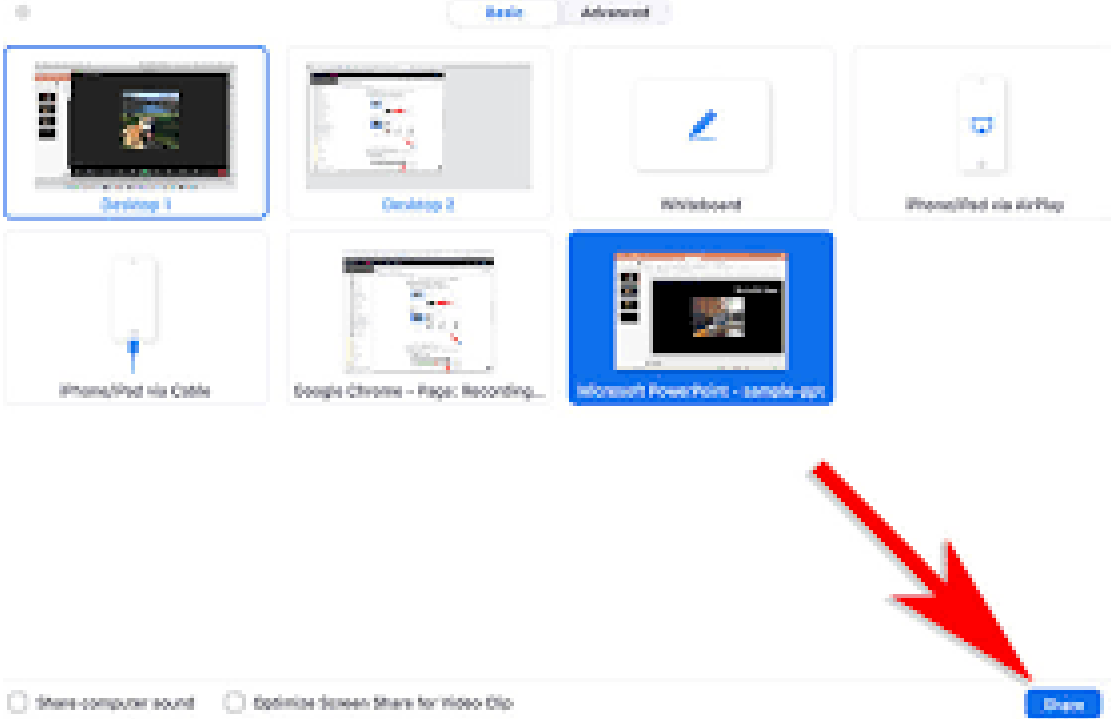
- Make sure all *non-presenter* mics and cameras (including your own) are off except for Q&A periods and at the end of presentation (unless problems arise).
- If you need to speak to the presenter during the session, you can **unmute your mic** or **hit your space bar** and hold it while speaking (space bar method of muting works on most computers).
- Check “Chat” and “Q&A” occasionally to see if anyone from the Committee is trying to communicate a problem.
- Check your mic and the mics of panelists and attendees occasionally to make sure they are muted.
- **If the presenter fails to turn on the camera for the questions and comments** sections of the presentation, ask him/her to turn it on. Don’t worry about the audience hearing you.
- At end of presentation, turn on your camera and mic (or press space bar) for Q&A and the mic and camera of the “raised hands” person. (Note: Attendees at a webinar are not seen, only heard)
- Thank speaker and audience. ***Mention the next class in this course (topic and speakers).***
- Hit “End Meeting.”

Troubleshooting

- **If YouTube videos have no sound** *you will only know it if a Committee member lets you know.* You probably forgot to check the “Sound from my computer” box. You can select that option by going to your controls and hitting “More.”
- **If your presenter can’t find the floating toolbar controls,** he/she should hit the “Esc” key to restore the controls.
- **If something goes wrong on the screen,** open your mic and ask the presenter if it’s OK to take over the screen. Don’t worry that your voice will be broadcast. If you can’t communicate with the presenter, just take over the screen and ask the audience a few general questions until you hear from the presenter (perhaps by phone).
- **If you are hearing stray noises** during the presentation, you should check to make sure all panelists and attendees mics are muted.
- **If attendees are seeing a black rectangular box on their screens,** they are probably seeing a “shadow” version of the control toolbar (see next bullet point).
- To hide the toolbar, ask the presenter to go to the Zoom toolbar, click the “More (...)” button on the right and select “Hide Floating Meeting Controls.” *Ideally, this is done prior to Broadcast.* (To restore the toolbar, the presenter should hit the “Esc” key.)

Note: To make a toolbar disappear after a few seconds, go to settings on zoom.us. Choose the “Always show meeting control toolbar” and deselect it. (Note: This cannot be done during the presentation.)

What you will see when you select



**“Share”
button**